

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE

HR COMMITTEE MEMBERS PRESENT: **Marsik Frohling, Greshay, Schmidt, and Duchac**

Minutes of the regular meeting of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors held on Tuesday, October 18, 2016 at 8:00 a.m. in meeting room 4C, located on the fourth floor of the Administration Building.

ALSO PRESENT: **Sarah Eske, Human Resources Director; Jim Mielke, County Administrator; Tonia Mindemann, Assistant Human Resources Director; Scott Smith, Chief Deputy; Jane Hooper, Clearview Administrator; Angi Zilliox, Human Resources Specialist.**

Meeting called to order by Frohling at 8:00 a.m.

Roll call was taken. All members present.

Eske verified that the meeting was noticed in compliance with the Open Meetings Law.

Motion by Duchac to approve the agenda and allow the Chairperson to go out of order to efficiently conduct the meeting. Second by Schmidt. Motion carried.

Marsik asked if anyone present had any public comments. None

Motion by Schmidt to approve the minutes of the regular and closed session meeting of the October 4, 2016 meeting of the Human Resources and Labor Negotiations Committee. Second by Duchac. Motion carried.

Eske provided a summary regarding the Ethical Advocacy Hotline indicating that three (3) records were received. Eske provided an explanation of the reporting and response process. Eske stated that employees will receive two (2) reminders per year, the beginning of the year and mid-year, that the Ethical Advocacy Hotline is available. Mielke noted that the Ethical Advocacy Hotline was a recommendation and received a favorable response from an audit perspective.

Eske stated that there was further discussion regarding impact on a few positions at Clearview affected by the upcoming FLSA changes effective December 1, 2016. Eske stated that the scope was narrowed to the five (5) employees affected by the changes. Eske and Hooper recommended to keep the (5) employees as exempt status and effective the week of December 1, 2016 place each on the step within the Dodge County Labor Grade Structure that is above the minimum salary requirement. Eske indicated that the next increase date for consideration of a step increase will be set for December 1, 2017.

Motion by Duchac to approve the recommendation of exempt status for the five (5) identified employees and effective the week of December 1, 2016 place each on the step within the Dodge County Paygrade Structure that is above the minimum requirement. Second by Frohling. Motion carried.

Eske read a letter to the Committee from an employee requesting consideration to enroll in the dental insurance. Eske explained the orientation procedure at the time of hire related to dental insurance enrollment. There was discussion among the Committee members.

Motion by Schmidt to approve the employee request to enroll in the dental insurance on a non-precedent setting basis. Second by Duchac. Motion carried.

Closed Session:

Motion by Duchac, second by Schmidt to convene in Closed Session. Before voting on the motion, Chairperson Marsik announced to all present that the reason for convening in closed session for the purpose of conducting public business for, specifically for conducting public business, which, because of bargaining reasons, requires a closed session, namely, developing negotiation strategies for collective bargaining and for conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. The meeting is closed pursuant to section 19.85(1)(e) and (g) of the Wisconsin Statutes. Motion carried by unanimous vote of all members present at 8:25 a.m.

Open Session:

Motion by Greshay, second by Duchac to reconvene in open session. A roll call vote was taken. Motion carried by unanimous vote of all members present at 9:01 a.m.

The Committee reviewed the Personnel Requisitions. Mielke recommended approval of these requests.

Two (2) Counselor I, II, III AODA (F.T.)
One (1) RN – Public Health

Human Services
Human Services

Motion by Schmidt to approve the Personnel Requisitions as presented. Second by Frohling. Motion carried.

Mindemann presented a leave of absence for consideration for an employee with Physical Facilities for an unpaid Medical Leave of Absence. Mindemann indicated that Human Resources did have supporting medical certification.

Motion by Schmidt to approve the leave of absences as presented. Second by Duchac. Motion carried.

The Committee reviewed the Salary, Wage, and Status changes as presented.

NEW HIRE - Jill C. Barnett, Account Clerk II, Highway, \$18.09, DC04, ST04, 10/10/2016; Jamie J. Beckwith, Correctional Officer, Sheriff, \$18.59, DC05, ST01, 10/03/2016. RECLASSIFICATION - Jonathan A. Bethke, Sign Shop Helper, Highway, \$14.74, DC03, ST01 Seasonal to Full Time, 10/04/2016; John W. Griesmer, Mechanic, Highway, \$21.10, DC06, ST02 transfer from Physical Facilities, 9/20/2016; Jaime L. Payne, Accounting Technician, Highway, \$21.51, DC05, ST07A, 9/24/2016. STEP INCREASE- Michael J. Chapman, State Patrolmen, Highway, \$22.13, DC04, ST13A, 10/15/2016; William H. Uecker, County Patrolman, Highway, \$22.61, DC04, ST14A, 10/31/2016; Emily J. Groh, Aging and Disability Specialist I, Human Services, \$19.12, DC05, ST02, 9/28/2016; Victoria L. Rahn, Account Clerk II, Human Services, \$18.52, DC03, ST10B, back pay due, 9/06/2016; Jennifer L. Smith, Sr. Social Worker, Human Services, \$29.58, DC08, ST09A, 9/19/2016; Judith M. Wiese, Dementia Care Specialist II, Human Services, \$23.72, DC07, ST03, 10/20/2016; Matthew S. Bublitz, Corporal – Jail, Sheriff, \$25.49, DC06, ST10A, 10/03/2016; David G. Gorst, Correctional Officer, Sheriff, \$25.49, DC05, ST14B, 10/14/2016; Kevin M. Kuehl, Correctional Officer, Sheriff, \$20.18, DC05, ST04, 10/23/2016; Dawn R. Learned, Communications Officer, Sheriff,

\$24.16, DC05, ST12A, 10/16/2016; Aaron M. Potratz, Jail Supervisor, Sheriff, \$28.54, DC08, ST07B, 10/05/2016; Brenda K. Wenzel, Deputy Treasurer, Treasurer, \$16.00, DC03, ST04, 9/20/2016; Tracy L. Malterer, Administrative Secretary III, UW Extension, \$16.00, DC03, ST04, 10/29/2016.

The Committee reviewed the Orientation Period Reports as presented.

HR Director's Report:

- a) Disciplinary Actions: None
- b) Grievances and Arbitrations: None
- c) Eske announced that Megan Tobian was hired to fill the Human Resources Assistant position at Clearview beginning November 2, 2016. Eske noted that Megan currently works at Human Services and Health and will graduate with her Bachelor's Degree in Human Resources in December.

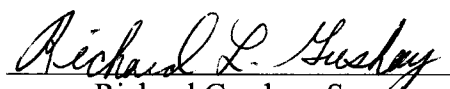
Committee Member Report:

Frohling provided an update on Wisconsin Counties Association Taxation and Finance meeting.

Future Agenda Items: Policy regarding reclassifications and new positions.

The next scheduled meetings of the Human Resources and Labor Negotiations Committee are regular meetings on **November 7, 2016 at 10:30 a.m. and December 6, 2016 at 9:00 a.m.** which will be held in room 4C of the Administration Building.

Meeting adjourned by order of the Chairperson at 9:32 a.m.


Richard Greshay, Secretary


Joseph Marsik, Chairperson

Disclaimer: The above minutes may be approved, amended, or corrected at the next committee meeting.

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Minutes of Closed Session of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors on Tuesday, October 18, 2016 in meeting room 4C, located on the fourth floor of the Administration Building.

MEMBERS PRESENT: Marsik, Frohling, Greshay, Duchac and Schmidt

MEMBERS EXCUSED: None

ALSO PRESENT: Sarah Eske, Human Resources Director; James Mielke, Dodge County Administrator; Tonia Mindemann, Assistant Human Resources Director; Scott Smith, Chief Deputy; Kyle Gulya, County Labor Attorney (via phone)

Motion by Duchac, second by Schmidt to convene in Closed Session. Before voting on the motion, Chairperson Marsik announced to all present that the reason for convening in closed session for the purpose of conducting public business for, specifically for conducting public business, which, because of bargaining reasons, requires a closed session, namely, developing negotiation strategies for collective bargaining and for conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. The meeting is closed pursuant to section 19.85(1)(e) and (g) of the Wisconsin Statutes. Motion carried by unanimous vote of all members present at 8:25 a.m.

The Committee discussed negotiation strategies for collective bargaining.

Motion by Greshay, second by Duchac to reconvene in open session. A roll call vote was taken. Motion carried by unanimous vote of all members present at 9:01 a.m.


Richard Greshay, Secretary


Joseph Marsik, Chairperson

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